

**Phoenix Program
Process Definition – Project Costing**

Process	<i>Establish Annual Appropriation</i>
Process Number	<i>PC - 013</i>

Description of Process

The Department of Transportation receives state authorized funding from the legislature each year to be used for various transportation related activities. Based on the legislative apportionment, annual appropriations are established at a high level program (i.e. 1-100, 1-200, 1-300, 1-400) and at a high level project (BUDAP000111000). This process defines the method of establishing these annual appropriation amounts in Project Costing.

Input to Process

The Department of Transportation receives their annual apportionment of state funds from the legislature in the fiscal year budget. This information is used to establish the annual appropriation amount at a high level program and high level project.

Output of Process

The result of this process establishes an annual appropriation amount by high-level program chartfield and high-level project that is used in the Department of Transportation's Project Management System.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

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PeopleSoft Panel Groups being Used

Function	Panel Group
Go	Go – Manage Projects – Create Projects. This navigates to the menu group used to establish annual appropriations.
Use	Use – Express Project – Express – Update/Display. This is the entry panel used to establish annual appropriations.

Business Process Description

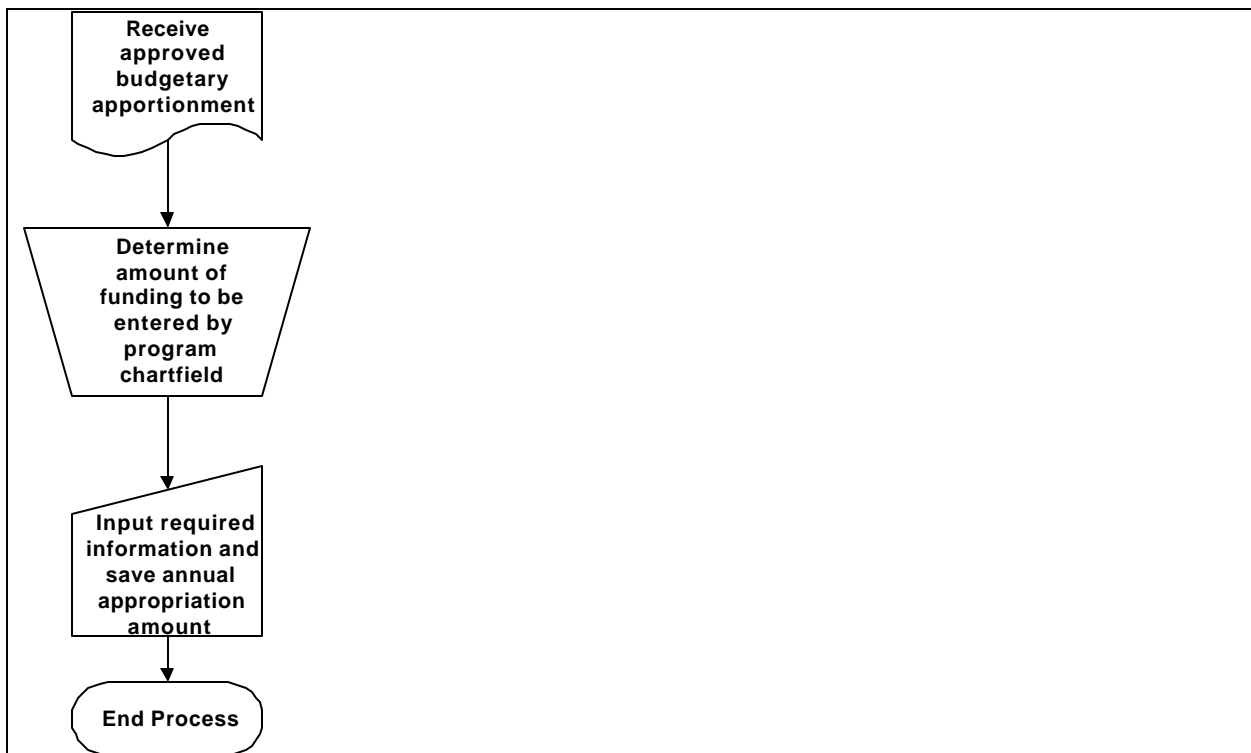
Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Receive PR-37</u></p> <p>Upon receiving the legislative apportionment, determine the appropriate amount of funding by the high-level program chartfield that relates to the funding. If this is an initial set-up of funding, the amount to be entered into Project Costing will be the total amount shown by the program chartfield. If this is an increase of funding, the amount to be entered into Project costing will be the difference between the total amount shown by program chartfield and the initial amount entered by program chartfield. If this is a decrease in funding, the <i>negative</i> amount to be entered into Project costing will be the difference between the initial amount shown by program chartfield and the total amount shown by program chartfield.</p>	Agency
<p><u>Step 2: Open the Express Project panel for the Project</u></p> <p>Enter the Business Unit (48400) and the annual appropriation Project Number (BUDAP000111000).</p>	Agency
<p><u>Step 3: Establish the annual appropriation</u></p> <p>Under the Resources section of the Express panel, enter the following information:</p> <ul style="list-style-type: none"> • Analysis Type (AAP). • Amount. • GL UNIT (48400). • Program (as established by the budget). 	Agency
<p><u>Step 4: Save the annual appropriation</u></p> <p>The annual appropriation amount is now saved and ready for use in the Project Costing module for use in the Project Management System.</p>	Agency

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Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):



APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Jamie Simpson	DOAS Project Lead			04/02/99
Dan Youngblood	THG Project Lead			04/02/99